Getting Started with Web Based Data Reporting

November, 2005

This is a brief overview describing how to use the Colorado EMS Data Collection web based reporting tool. It is not a comprehensive manual, but does provide a quick overview to help you get started with web based data collection.

Signing Up and Logging In

Before you can use the web based solution, you will need a User ID and password. Each User ID also needs to be associated with either an agency or RETAc so your agency will also need to be registered with the new web site. To get signed up:

1. Contact Michael Merrill at (303)692-2994. Once registered, you will receive a login ID and a temporary password.
2. Log in at <<web site url here>> and enter your User ID and password.
3. Click the Update Your Profile link and make sure that the data displayed is correct. If not, make the changes and click the Save button.
4. CHANGE YOUR PASSWORD. Click the Change Your Password link and enter your new password. You will have to enter this twice to make sure it is keyed correctly.
5. Remember your password. It is saved in the database using one-way encryption so even we cannot find out what you've entered. If you lose your password, contact our office and we will reset it for you.

You are now ready to begin entering your patient care reports.

Entering A Patient Care Report

Once you have established your User ID and password, you can now begin to enter patient care reports. Reports can be submitted either on-line (as we will discuss here) or by submitting an XML file prepared either by the free desktop utility (still to be developed) or by any NHTSA compliant commercially available software package. This document will only address the internet based data collection tool. XML file based submission instructions can be found on the web site.

To enter a patient care report, first log back on as described above. This will take you to a menu page listing your name and will provide links to all of the functions provided by the internet program. To begin:

1. Click the Add a New Report link under the Patient Care Reports topic. This will display the start screen.
2. Select your Agency name, the Report ID and the Call date. The Report ID is a number, up to 30 characters long that can contain numbers and/or letters and is used as a unique identifier for this patient care report. The call date is the date when the call came in or when the unit was dispatched. To simplify keying this

date, you may want to click the button next to the date (labeled with …) which will open a small calendar.
3. Click Begin to start entering data.

To enter the report, you simply fill out a number of pages, each divided into (hopefully) logically divided sections.

Page 1: Patient Demographics,
Dispatch

Page 2: Unit / Call Information,
Times,
Delay Reasons
Page 3: Situation,
Prior Aid
Page 4: Procedures
Page 5: Medications
Page 6: Cardiac Arrest,
Substance Indicators,
Barriers to Patient Care
Page 7: Destination,
Billing

All data is entered into either text boxes requesting items like zip codes, dates, times and other information, pull-down boxes listing a number of choices and buttons to move from page to page. Here are some tips to help you enter the data.

Moving Between Fields:

1. When each page appears, the cursor (or entry point) will be positioned automatically at the first field.
2. To move between fields, press the Tab key or click your mouse on the next text box, pull-down box or button.
3. To move backwards with the keyboard, press shift and tab at the same time.

Entering Text:
1. Once in a text box, simply type the text requested.
2. Zip codes will be checked as you leave the field and you may receive a pop-up message saying that the zip code is not valid. When this occurs, make sure that the zip code was entered either as a five digit number (such as 80017) or a nine digit code with a dash (like 80017-1234).
3. Times must be entered in 24 hour military format with a colon between the hour and minute (like 15:20). Again, a pop-up message will appear when the times are not entered correctly.

4. Dates will be filled in automatically as you leave each time field using the call date entered on the first page. Dates will automatically be switched to the next day when times move from PM to AM. You may also key the dates if more than 12 hours elapsed between time periods. Dates are entered as month, day and four digit year separated by slashes (like (12/15/2005). If you key a two digit year, it will automatically be changed to a four digit year once you leave the field.
5. Calendar pop-ups are also available to select dates. Click the button labeled "…" to pop up the calendar, then click the appropriate date.

Using Pull-Down Boxes

Many of the 67 data elements specified by NHTSA are coded as numbers representing one of several pre-defined choices. These are presented on the web based solution as pull-down boxes (also known as combo boxes). These are text boxes with a small down-arrow on the right side of the box.

For those most comfortable using a mouse:

1. Click the down-arrow on the right side of the control to open the list of options.
2. Click the scroll bar on the right hand side of the list to scroll through the choices or roll the wheel up and down on the top of the mouse to move the selection.
3. When you see the value you want, click on that choice to select it. It will then appear in the text box.

For those more comfortable using a keyboard:

1. Press Alt and down-arrow together to open the list of choices.
2. Use the up and down arrows to scroll through your choices. The highlighted selection is the one that will appear in the text box.
3. To quickly move between choices, type the first letter of any of the options. If more than one choice starts with the same letter, continue to type that same letter to move between them.
4. Once you have selected your choice, click the tab key to move to the next field.

Navigating Between Pages:

The 67 data elements are presented on seven pages. Back and Next buttons are provided at the bottom of each page to allow you to easily move between them in a logical order. A number of links are also listed on the left side of the page to allow you to quickly move to any of the sections.

1. After tabbing through the last field, the cursor will automatically move to the Back and Next buttons when you press tab. Hit the Enter key to click the button using the keyboard, or put the mouse pointer on the button and click the left mouse button.
2. The navigation links on the left hand screen can also be selected using the tab key (but it may take quite a few keystrokes to get there). You can also select these links using the mouse.
3. Each of the NHTSA element names (such as E10_01) are linked to help pages. Click on any of these links to see the list of the 67 data elements or move the

mouse pointer over the link to see a pop-up tool tip listing the help text description.

Error Checking:
Since most of the data elements are presented as pull-down boxes, data entry is relatively straightforward and you will not have to deal with many error messages. But when the program senses an error, messages will be presented either as pop-up messages or will be shown on the top and bottom of the screen.

1. Dates, times, zip codes and numbers are checked as you leave each field. When these errors are sensed, a pop-up message will appear. Click the OK button and go back and correct the error.
2. If you forget to correct the problem before clicking the Next or Back button, the web server will notify you that an error was found and will list a message at the top and bottom of the page as well as put a small icon in front of the field where the error occurred.
3. In a few instances, confirmation messages will appear asking if you want to proceed. These usually occur after clicking a delete button or similar link. Click OK to confirm or cancel to stop the operation.
4. A confirmation box also appears when you select a canceled call or patient not found type of response on the Patient or Incident Disposition pull-down (on page 2 after the time and date fields). If there was no patient, there is no need to fill in any of the other pages so a confirmation message will appear to make sure that this is the case. If correct, click OK, otherwise, click cancel and change the Disposition.
5. Required fields are not checked until after all data is entered. If a required field is missing, you will see a message at the bottom of the recap page (after page 7) and links will be provided to help you move back to the fields that need to be corrected.

Entering Procedures and Medications:
Since you may perform more than one procedure and may administer more than one medication on a call, these screens allow you to enter several responses on the same page. At the top of each page, there is a table listing the procedures or medications already entered. This is followed by the text boxes and pull-downs to enter a single medication or procedure.

1. The first text box is labeled Sequence. This will either reference one of the procedures or medications shown on the table or will contain “New” indicating that this is a new medication or procedure.
2. Several additional fields will be available to allow you to key the data.
3. A button will follow, labeled “Add”. Once all data is entered, click this button to save the new procedure or medication.
4. Once you click Add, the entry will appear in the table.
5. To change an entry, click the Update link to the left of the line in the table. Once clicked, you will see the sequence followed by the data and the Add button will now say Update. Make your changes and click update to change the data.

6. To remove an entry, click the Delete link to the right of the entry in the table. A confirmation box will appear asking if you want to delete this entry. If you click OK, it will be removed and you will have to rekey it if you want to bring it back.
7. At the bottom of the page are buttons labeled Back and Next. Click Back to go back to the previous page or Next to move on to the next page.

A note about New Medications and New Procedures:
Just above the Back and Next buttons on the Medication and Procedures pages, are fields that allow you to enter new medications and procedures. If you do not see the medication or procedure that you need in the pull-down box, you have the option of adding it to the list. Please use this function judiciously and make sure that the procedure and medication names are keyed correctly before submitting them.

1. To add a new procedure, enter the CPT code and procedure name then click the Add New Procedure button.
2. To add a new Medication, enter the medication name in the box at the bottom of the page and click the Add New Medication button.
3. In both cases, when you click the Add button, the name of the procedure or medication will be added to the pull-down list and will automatically be selected. Continue to enter the medication or procedure as described above.

Completing the Patient Care Report:
After all data has been entered, click the Finish button on page 7 and a summary page will appear recapping the data entered.
If required fields are missing, a list of errors will appear at the bottom of the page. Click the links shown in the error message to go back and fix the problems.
If no errors were found, click the Complete button to permanently save the report.
If the report had errors, or the report is not complete, click the Hold button to allow you to come back later and complete the report.

Revising or Completing Reports:
If you clicked the Hold button or need to make changes to a report, there are several ways to find and edit the report.

1. If you clicked Hold, a new link will appear at the bottom of the main menu informing you that there are incomplete reports (this will also occur if your internet connection dropped while you were keying a report). Click this link to see a list of incomplete reports.
2. On the main menu under Patient Care Reports is a link labeled :Search and Update Existing Reports". Click this link to see the search screen, then enter your search criteria in the search fields.
3. Using either method 1 or 2, you will see a list of reports. Click the link labeled View to the left of the report to see a recap of the data entered. At the bottom of the recap page are buttons labeled Update and Delete which will allow you to change or delete the report.
4. If you know the Report ID, you can use the Add New Report function to select an existing report. Enter the Report ID and Call Date to retrieve the report. If you do

not know the call date, enter the Report ID and click Begin, this will cause an error message saying that the call date is incorrect, but the call date will be changed to the correct date. Click Begin again to start editing the report.

Logging Off:

When you have finished your session, click the Log Off link either on the main menu or at the left hand side of the page. This will end your session and prevent anyone else from accessing your data.